

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, March 19, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Corday Goddard – Vice Chair, Ann Hartman and John Fenner

EXCUSED: Sup. Andy Nicholson – Chair, and Tom Diedrick

MEMBERS: Robyn Hallet, Cheryl Renier-Wigg, Jayme Valentine, Stephanie Schmutzer, and Erik Hoyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 18, 2017, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman and seconded by J. Fenner to approve the minutes from the December 18, 2017, meeting of the Brown County Housing Authority. Motion carried.

2. Approval of the minutes from the January 15, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman and seconded by J. Fenner to approve the minutes from the January 15, 2018, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

3. Letter from HUD dated January 17, 2018, regarding award of FY 2017 Family Self Sufficiency Coordinator funding.

R. Hallet explained that every year ICS applies for Family Self Sufficiency Coordinator funding. HUD awarded ICS with \$90,308 to employ or continue to employ two FSS coordinators.

4. Communication from Sup/Chair Andy Nicholson to "Establish a special Advisory Committee to investigate the impact of proposed changes in Chapter 17."

Since A. Nicholson was not present at the meeting, the committee decided to table items number four, five, and six until the next meeting.

5. Communication from Sup/Chair Andy Nicholson to "Refer the possibility of changing Chapter 17 to Corp Council to review legalities of a program/Facility/organization prioritizes specific clients to their own waiting list."

6. Communication from Sup/Chair Andy Nicholson to "Refer to Corp Council to define that is a separating waiting list or not if Chapter 17 is changed."

REPORTS:

7. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

For the Month of February, there were 94 preliminary applications.

C. Goddard inquired about why the numbers of applicants are lower than usual.

R. Hallet explained that because the amount of funding given to the BCHA by HUD for 2018 is still undetermined, applicants have not been pulled from the waiting list for six months or more. Since many applicants know that there application could be waitlisted for a long time, they have been choosing to not apply at all.

B. Unit Count

The unit count for February was 2,947.

C. Housing Assistance Payments Expenses

The February HAP expense totaled \$1,336,156.

D. Housing Quality Standard Inspection Compliance

11.3 percent of inspections were no shows.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

This report was not available at the meeting.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)

There were 67 active FSS clients, with 54 percent in level one, 31 percent in level two, three (3) percent in level three and twelve percent in level four. There were zero new contracts signed, zero graduates, 38 active escrow accounts and 49 homeowners.

G. VASH Reports (new VASH and active VASH)

There was one new VASH client in February for a total of 27 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There were two new investigations assigned. One investigation was closed, 17 remain active, and no new applications have been processed as ICS is not currently pulling from the waiting list. For the breakdown of investigations by municipality, 76 percent were in Green Bay, and the rest were in De Pere and Oneida.

OLD BUSINESS:

None

NEW BUSINESS:

8. Consideration with possible action to approve Resolution No. 18-01 to allow the Executive Director to approve the submission of unaudited fiscal year end financials to HUD.

S. Schmutzer stated that allowing the Executive Director to approve these items will allow for submissions to made in a timely manner. The Authority will still see the reports after audits have been done.

A motion was made by J. Fenner and seconded by A. Hartman to approve the submission of unaudited fiscal year end financials to HUD. Motion carried.

BILLS AND FINANCIAL REPORT:

9. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer shared the February and March bills with the committee. She stated that there were a few refunds issued to former clients that repaid more than was due on their overpayments.

R. Hallet stated that a payment was made to Habitat for Humanity to continue their projects on Western Avenue.

A motion was made by A. Hartman and seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

10. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer shared the BCHA financial report with the committee. She said that there were no abnormalities in the report.

A motion was made by A. Hartman and seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

11. Report on BCHA financials for fiscal year ending December 31, 2017.

S. Schmutzer stated that this report is unaudited and will be sent to HUD. Nothing out of the ordinary was in the report.

A motion was made by J. Fenner and seconded by A. Hartman to accept and place on file the BCHA financials for fiscal year ending December 31, 2017. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Report on SEMAP submission for fiscal year ending December 31, 2017.

R. Hallet stated that normally SEMAP is approved by the Authority prior to submitting it to HUD; but, since the last meeting was cancelled it was not possible. According to HUD regulations, it is permissible to submit without Authority approval.

The SEMAP charts were shared with the committee. R. Hallet explained that they show the expected rating the Authority will receive, which is 100 percent. After HUD reviews them, they will reply with the official rating.

13. Lead the Way training: PIH Lumberton Case Study.

R. Hallet explained that HUD has added another module to the training, but it appears to be related to Public Housing so wouldn't be applicable to the BCHA. She will let the Authority members know for sure after she reviews it.

As for the Lumberton Case Study, R. Hallet explained this is a real situation that was faced by a real housing authority in North Carolina. She gave an overview of some of the issues this

housing authority had and how they were corrected. The Authority members engaged in discussion about this case study and points they found interesting.

C. Goddard commented that this case study reminded him of how well the BCHA is doing.

14. Staff working on Request for Proposals for public service funds.

R. Hallet reminded commissioners that when the BCHA budget was approved, it included expending \$150,000 of the BCHA's unrestricted funds to assist with housing related needs in Brown County. Staff is working on putting together an RFP that would be released to allow local agencies to submit proposals requesting some of those funds to use toward the top housing needs that have been identified. This RFP would be presented at the next Authority meeting and any changes needed would then be incorporated before it would be published.

R. Hallet also informed the Authority that the proposals would be reviewed and selected by an evaluation panel. Any commissioners who are interested in participating in this panel should notify her.

15. Meetings for April, May and June are being moved to Room 310.

R. Hallet explained that the 6th floor of City Hall will be undergoing remodeling and Room 604 will be unavailable, so the Authority will meet in Room 310.

16. Date of next meeting: April 23, 2018.

R. Hallet reminded Authority members that the April meeting is moved back a week to accommodate BCHA staff who will be attending the WAHA conference. The meeting will be at the normal time.

C. Renier-Wigg informed Authority members that two applications for WHEDA tax credit in Brown County were submitted. The Broadway Lofts by TWG Development was not awarded the tax credits; however, the Friary project was. The Friary project is the one that the BCHA approved providing supplemental funding to. Staff will be in contact with the developers as the project progresses.

A motion was made by A. Hartman and seconded by J. Fenner to adjourn the meeting at 4:02 PM. Motion carried.

LNC: RAH